



# MOORE COUNTY GOVERNMENT



## Position Vacancy Announcement

### DEPUTY SHERIFF – SHERIFF'S OFFICE

*This Position is Full Time with Benefits*

**Vacancy Number**  
16-1035

**Hiring Range**  
\$35,882 - \$40,545

**Opening Date**  
March 4, 2016

**Closing Date**  
CONTINUOUS RECRUITMENT  
(Applications will be accepted as long as this advertisement is posted. Applicants will be recruited as needed.)

**Submit your completed County of Moore Application To:**  
Tim Cameron  
302 South McNeill Street  
Carthage, NC 28327  
Phone: (910) 947-2931  
Fax: (910) 947-2792  
[www.moorecountync.gov](http://www.moorecountync.gov)

**Resumes are optional. Incomplete, unsigned, or any application other than a County of Moore application will not be forwarded to the hiring authority.**

**Applications received after the closeout date/time indicated will not be eligible for consideration.**

**Moore County Human Resources Office is not responsible for failure to receive faxed applications.**

**Please take a moment to ensure your transmission was received.**

#### **ESSENTIAL JOB DUTIES**

Performs responsible protective service work in the Sheriff's Department involving an element of personal danger; patrols assigned area; responds to calls for service; investigates crimes; assists citizens; maintains records; prepares reports; on an assigned shift, operates a patrol car to observe for violations of laws, suspicious activities or persons and disturbances of law and order; responds to radio dispatches and answers calls and complaints; serves warrants, summons, subpoenas, court orders, and makes arrests; testifies in court; serves court orders and civil process papers; conducts and documents security checks of homes and businesses in assigned area; performs routine duties in connection with the operation of the County Jail; Controls traffic and crowds at fires, EMS responses and crime scenes; Assists other law enforcement officers in investigations; reports unsafe conditions existing in roads or other public facilities; assists with criminal investigations by presenting evidence, interviewing victims and witnesses, recording and issuing of evidence in court cases; performs Bailiff and court security duties as assigned; protects crime scenes; serves as victim/witness coordinator; assesses victim's needs and refers to appropriate social service agency; Serves as liaison between victims, witnesses and criminal justice system; helps victims and witnesses make court appearances; transports mental health patients and prisoners; prepares a variety of detailed reports; performs related tasks as required.

#### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- High School graduation or equivalent.

#### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Possession of Basic Law Enforcement Certificate issued by the State of North Carolina;
- Must meet and maintain minimum qualifications for the position established by the department and the State of North Carolina;
- Possess and maintain a valid North Carolina driver's license.

#### **PHYSICAL REQUIREMENTS**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

#### **BENEFITS**

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

*The County of Moore is a drug-free workplace and Equal Opportunity employer.*

*In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

*All applicants tentatively selected for this position will be required to submit to a background check, pre-employment drug test and post offer physical.*

*Moore County is an E-Verify Participant*